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INTERIM ASSIGNMENT SECTION  
 Progress and Accomplishments  
 1 July 1961 - 31 December 1961

New Employees  
 Clerks.....  
 Clerk-Typists.....  
 Clerk Stenographers.....  
 Miscellaneous (Other).....  
 Professionals.....  
 Total. . . . .

Type Clearance  
 Full Clearance.....  
 Provisional Clearance.....  
 Total. . . . .

Minimum, Maximum and Daily Average  
 Minimum number of personnel for one day.....  
 Maximum number of personnel for one day.....  
 Daily average.....

Number of employees referred to Appointment Clerks for.. assignments.....

Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officer, Office of Assignment.....

Resignations  
 Security, medical, and personal reasons..... 40

Memoranda to Pay Roll Branch certifying leave balance from other Agencies..... 8

Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday..... 29

Memoranda to Security Control Officer (OS) requesting permission to take outside educational courses..... 39

Work Project Man Hours  
 Typing..... 49,381  
 Clerical..... 44,989  
 Total. . . . . 94,370

25X9

|            |    |          |             |               |        |
|------------|----|----------|-------------|---------------|--------|
| DOC        | 5  | REV DATE | 22 JUL 1961 | BY            | 029725 |
| ORIG COMP  |    | OPI      | 32          | TYPE          | 01     |
| ORIG CLASS | EC | PAGES    | 3           | REV CLASS     | C      |
| NEXT REV   |    | 2011     |             | AUTH: HR 10-2 |        |

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From <sup>Reading</sup>~~General~~ File, 1961 Clerical Assignment Branch

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Personal History Statement Folders.....

In addition, requests totaling approximately 4,000 were received for separate forms of PHS's, Appendix I, Clerical Brochures, Secrecy Agreements, Report of Medical History, Personal Resume, Certificate of Proficiency, Language Data Form, Employment Information Agreement, etc.

Bus tickets issued (approximately).....

Clerical Induction Section Training (OTR)

Maximum number in training for one month, all classes, (Sept.

Minimum number in training for one month (December)...

Average number in training for one month.....

Man Hours devoted to training in required skills and related subjects.....

26935

Clerical Orientation (OTR)

Total Number.....

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#### NOTARY PUBLIC

Average weekly Notary Public service for official use and assistance to Agency employees.....

5

#### SUPPLY

The IAS is responsible for the requisition, maintenance and issuance of the diverse types of supplies, forms and equipment used by the various offices in the building. Two-to-three provisionally cleared employees are continuously trained to perform this service.

#### TRAINING FILMS

Each week four training films are obtained from the Film Branch, OCR, and one is shown daily. The running time for the film averages one hour and a half. Two-to-three male employees are continuously trained to operate the projection.

#### INSURANCE PROGRAM LECTURE

Each Tuesday morning at 0930 hours, immediately following the IAS Orientation, a representative of the Insurance Branch conducts a one-hour lecture for new personnel on the Agency hospitalization and insurance benefits program.

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CLERICAL TRAINING INDUCTION SECTION, OTR, LECTURE

Following the Insurance and Hospitalization lecture, at 1930 hours a representative of the Clerical Training Induction Section explains the clerical training program.

EMPLOYEE SERVICES ORIENTATION

About 14 November 1961 the Employee Services Orientation function for new personnel was placed under the jurisdiction of the Clerical Assignment Branch. Each Tuesday at 1400 hours this orientation is given by [REDACTED] of the Clerical Assignment Branch. At the same time the responsibility of procuring and assembling the information contained in the EOD Folders was returned to the Interim Assignment Section.

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HOUSING, BULLETIN BOARDS AND CAR POOLS

Continuous widespread Agency interest in this triple function requires the services of a full time employee plus the assistance of a male employee to post the bulletin board notices three times a week.

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